



TOWN OF HERNDON  
P.O. BOX 427  
HERNDON, VIRGINIA 20172-0427  
**TRANSIENT OCCUPANCY TAX**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

--

<u>DESCRIPTION</u>	<u>AMOUNT</u>
MONTH:	_____
TOTAL ROOM RECEIPTS:	_____
TAX: (6% of receipts)	_____
LESS COLLECTION FEE: (3% of tax if paid by the 20 <sup>th</sup> of month)	_____
TOTAL TAX DUE:	_____
10% PENALTY (after the 20 <sup>th</sup> of the month)	_____
10% INTEREST (after the 30 <sup>th</sup> of the month)	_____
TOTAL:	_____

This Report and payment is due on or before the **Twentieth** day of the month following the Month during which the tax was collected. Checks should be made payable to the Town of Herndon. Payments received after the **Twentieth** day of the month shall incur a penalty of 10% of the tax due or ten dollars, whichever is greater. In addition to the penalty, interest of 10% per annum shall be assessed on all delinquent transient occupancy tax payments. Payments received after the **Twentieth** of the month will also forfeit the 3% collection fee. If you require additional assistance, please call (703)435-6800 ext.2036.

**PLEASE SEND COPY OF INVOICE WITH CHECK MADE PAYABLE TO:**

TOWN OF HERNDON  
P.O. BOX 427  
HERNDON, VIRGINIA 20172-0427  
Department of Finance

777 Lynn Street, Herndon, Virginia 20170-4602 FAX (703) 435-6813  
[www.herndon-va.gov](http://www.herndon-va.gov)